

United States Marine Corps

Road Map

Finance Technician 3432



DRAFT

Marine Corps Combat Service Support Schools, Camp Johnson - Vietnam
15 February - April 7, 2004

Upon graduation from MOS school, Marine receives brief on:

Gaining Command:
MCI courses, Professional Military Education (PME), and college courses
Assist and support as appropriate



— **1st** —

Yea

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MOS
S

- Recruit Training
- Marine Combat Training
- Military Academic Skills Program (MASP); receive MASP training (if required)
- Basic Finance Technician Course (BFTC)

PME

- MCI (3425A) Personal Financial Management (CD)
- MCI (0118K) Spelling
- MCI (0210B) Terrorism Awareness for Marines
- Read at least two books annually from the U.S. Marine Reading Program

(<http://www.mcu.usmc.mil/mcu/Reading/usmcist.htm>)

VOLUNTARY EDUCATION

- Test out of MASP; (if required)
- Computer Class (Microsoft Applications)
- Check-in with your Servicemember's Opportunity College (SOC) office for military training to college credit counseling. SOCMAR is the SOC degree program for the Marine Corps. It consists of colleges that offer Associate's and Bachelor's Degree programs on or accessible to Marine Corps installations worldwide. These colleges have joined together to form a network in which each

DUTY

- Pay Clerk, Consolidated Disbursing Office
- Travel Clerk, Consolidated Disbursing Office
- College accepts credits from other SOCMAR schools.
- Fiscal Clerk, Consolidated Disbursing Office

<http://www.soc.dasec.org>

SPECIAL DUTY

- Not recommended until the rank of Corporal

Marine Corps Combat Service Support Schools, Camp Johnson - Vietnam

Training Manual, April 7, 2004

3432 Road Map

—2nd Year—



MO S

- Managed On-The-Job Training (MOJT) as required per MCO 1510.75,
Individual Training Standards (ITS) System for Financial Management

PME

- Occupational Field 34
- MCI (0033) Fundamentals of Marine Corps Leadership
- MCI (3422H) Basic Pay and Allowances
- MCI (1334H) Math for Marines
- Read at least two books annually from the U.S. Marine Reading Program
(<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)

VOLUNTARY EDUCATION

- Start working towards completing an Associate's Degree through the
Servicemember's Opportunity College for the Marine Corps (SOCMAR); go to
<http://www.soc.aascu.org/socmar/> for more information
- Although any area of study will be beneficial, the following areas of study are recommended and are MOS related:
 - Accounting
 - Business Administration
 - Management

DUTY• The course work needed for an Associate's Degree in Applied Science-

- Pay Clerk, Consolidated Disbursing Office Appendix A
- Travel Clerk , Consolidated Disbursing Office
- Fiscal Clerk , Consolidated Disbursing Office

SPECIAL DUTY

- Not recommended until the rank of Corporal

3432 Road Map

Marine Corps Combat Service Support Schools, Camp Johnson - Vietnam

15 January 1975 - April 7, 2004

3rd Year

MOS

- MOJT as required per MCO 1510.75, Individual Training Standards (ITS) System for Financial Management Occupational

PM Field 34

E

- MCI (0112C) Counseling for Marines
- Read at least two books annually from the U.S. Marine Reading Program (<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)

VOLUNTARY EDUCATION

- Four or more courses toward an Associate's Degree

DUTY

- Pay Clerk, Consolidated Disbursing Office
- Travel Clerk , Consolidated Disbursing Office
- Fiscal Clerk , Consolidated Disbursing Office

SPECIAL DUTY

- Not recommended until the rank of Corporal



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Marine Corps Combat Service Support Schools, Camp Johnson - Vietnam

Final Report April 7, 2004

4th Year

MOS

- MOJT as required per MCO 1510.75, Individual Training Standards (ITS) System for Financial Management Occupational Field 34

PM **E**

- Corporal's Course (Resident)
- MCI (0381C) Land Navigation, this MCI is a prerequisite for the Sergeants Distance Education Program
- MCI (8010) Sergeants Distance Education Program
- Read at least two books annually from the U.S. Marine Reading Program

VOLUNTARY EDUCATION

- (<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)
- Four or more courses toward an Associate's Degree

DUTY

- Consolidated Disbursing Office: alternate between sections to prevent specializing

SPECIAL DUTY

- Marine Security Guard



3432 Road Map



Sergeant

MOS

- Advanced Finance Course (AFC)
- MOJT as required per MCO 1510.75, Individual Training Standards (ITS) System for Financial Management Occupational Field 34

PME

- Submit Warrant Officer (WO) package if desired (8 years of service)
- ~~Sergeant's~~ Sergeant's Course (Resident)
- MCI (8100) Staff Noncommissioned Officer Career Distance Education Program
- One MCI course (Designated by Staff Noncommissioned Officer-In-Charge (SNCOIC))
- Read at least two books annually from the U.S. Marine Reading Program

VOLUNTARY EDUCATION

- (<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)
- Complete the requirements for an Associate's Degree

DUTY

- Section Chief, Consolidated Disbursing Office
- Continue to work in a variety of sections
- Consecutive tours away from Disbursing are discouraged from Sgt to MGySgt
- Instructor, Financial Management School (FMS)

SPECIAL DUTY

- Drill Instructor
- Recruiting
- Marine Combat Instructor (MOS 8513)
- Marine Security Guard
- Marine Corps Security Forces

Marine Corps Combat Service Support Schools, Camp Johnson - Vietnam

Final Report, April 7, 2004

3432 Road Map



Staff Sergeant

MOS

- Advanced Finance Course (AFC) if not previously attended
- MOJT as required per MCO 1510.75, Individual Training Standards (ITS) System for Financial Management Occupational Field 34
- Attend the Enhanced Defense Financial Management Training (EDFMT) (<http://www.asmc certification.com/>)
- Begin testing on the three modules to attain the Certified Defense Financial

PM

- Management (CDFM) certificate
- Attend Staff Noncommissioned Officer (SNCO) Career Course (Resident)
- Submit VO package if desired (8 years of service required)
- MCI (3414) Financial Management
- MCI (8200) SNCO Advanced Distance Education Program
- Read at least three books annually from the U.S. Marine Reading Program (<http://www.marine.mil/mcu/Reading/usmclist.htm>)

VO

- Commence work on a Bachelor's Degree
- Degree Completion Program
- The following areas of study are recommended and are MOS-related:
 - Accounting
 - Finance
 - Business Administration
 - Management

DUTY

- Section Chief, Consolidated Disbursing Office
- Disbursing Chief, Marine Expeditionary Unit (or other deployed Disbursing Chief billet)
- Instructor, FMS

SPECIAL DUTY

- Drill Instructor
- Recruiting
- Marine Combat Instructor (MOS 8513)
- Marine Security Guard
- Marine Corps Security Forces

Marine Corps Combat Service Support Schools, Camp Johnson - Vietnam

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3432 Road Map



Gunnery Sergeant

MOS

- Complete testing on the three CDFM modules
- MOS requirements complete
- Submit WO package if desired (8 years of service
PME required)

- SNCO Advanced Course (Resident)
- MCI (7400) Warfighting Skills Program
- Read at least four books annually from the U.S. Marine Reading Program
(<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)

VOLUNTARY EDUCATION

- Complete any Bachelor's Degree requirement
- Degree Completion Program
- Test for any certification associated with Bachelor's Degree, e.g., Certified Public Accountant (CPA) or Certified Internal Auditor (CIA),
DUTY etc.

- SNCOIC, Finance Office
- Section Chief, Consolidated Disbursing Office
- Disbursing Chief, Marine Expeditionary Unit (or other deployed Disbursing Chief billet)
- Trainer, Marine Corps Administrative Analysis Team (MCAAT)

SPECIAL DUTY Instructor, FMS

- Drill Instructor
- Recruiting
- Marine Combat Instructor (MOS 8513)
- Marine Security Guard
- Marine Corps Security Forces

Marine Corps Combat Service Support Schools, Camp Johnson - Vietnam

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3432 Road Map



Master Sergeant

MOS

- MOS requirements complete
- Maintain CDFM certificate by completing 80 continuing professional education units every two years

PME

- Read at least four books annually from the U.S. Marine Reading Program
(<http://www.mcu.usmc.mil/mcu/Reading/usmcclist.htm>)

VOLUNTARY EDUCATION

- First Sergeant/Master Sergeant Regional Seminar

- Begin work on a Master's Degree
- The Master's in Business Administration (MBA) is recommended and is MOS-related; if offered, pursue a concentration in Finance

DUTY

- or Accounting
- Operations/Internal Controls, Consolidated Disbursing Office
- Headquarters Marine Corps (HQMC)
- SNCOIC, MCAAT
- SNCOIC, Financial Management School

SPECIAL DUTY

- Not recommended at this rank

Master Gunnery Sergeant

MOS

- MOS requirements complete
- Maintain CDFM certificate by completing 80 continuing professional education units for every two years

PME

- Read at least four books annually from the U.S. Marine Reading Program
(<http://www.mcu.usmc.mil/mcu/Reading/usmclist.htm>)
- Russell Leadership Conference

VOLUNTARY EDUCATION

- Complete Master's Degree

DUTY

- Consolidated Disbursing Office Chief
- HQMC

SPECIAL DUTY

- Not recommended at this rank



3432 Road Map

Marine Corps Combat Service Support Schools, Camp Johnson - Vietnam
5 February 2004



APPENDIX A

Servicemembers Opportunity College for the Marine Corps (SOCMAR)

Sample Course Work and ACE Accreditation

A.A.S. Accounting Technician Course		Basic Finance	
ACC 120 Principles of Accounting	4	<u>Hours</u>	
ACC 121 Principles of Accounting II	4	Operate Customer Information System	
ACC 129 Individual Income Taxes	3	09.00	
ACC 130 Business Income Taxes	3	Prepare On-Line Unit Diary	
ACC 140 Payroll Accounting	2	06.00	
ACC 149 Intro to Accounting Spreadsheets	2	Process Unit Diary Feedback Reports	
ACC 150 Computerized General Ledger	2	02.00	
ACC 220 Intermediate Accounting I	4	Compute Basic Pay	19.00
ACC 221 Intermediate Accounting II	4	Compute Special Pay	05.50
ACC 225 Cost Accounting	3	Compute Allowances	32.00
ACC 240 Governmental Accounting	3	Compute Miscellaneous Payments	27.00
ACC 269 Auditing	3	Compute Deductions/Collections	17.00
BUS 110 Introduction to Business	3	Perform Payment Process	10.50
BUS 115 Business Law I	3	Compute TAD Entitlements	48.00
BUS 116 Business Law II	3	Compute PCS Entitlements	64.00
BUS 225 Business Finance	3	Evaluations	29.75
CIS 110 Introduction to Computers	3	Total	
COM 231 Public Speaking	3	269.75	
ECO 251 Principles of Microeconomics	3	American Council on Education credit recommendation for the Basic Finance Technician Course: In the lower-division baccalaureate/associate category, 3 semester hours in clerical procedures; in the lower-division baccalaureate/associate degree category, 3 semester hours in office procedures.	
ECO 252 Principles of Macroeconomics	3		
ENG 111 Expository Writing	3		
ENG 114 Professional Research Writing	3		
MAT 115 Mathematical Models	3		
Humanities/Fine Arts Elective	3		

TOTAL CREDIT HOURS

73

degree category, 3 semester hours in office procedures.

Marine Corps Community Service Support Schools, Camp Johnson - Vietnam

Revision 5, April 7, 2004





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Marine Corps Combat Service Support Schools, Camp Johnson - Vietnam
January 5, 1968 - April 7, 2004